



POSITION DESCRIPTION

Position Title: “Kids In Tune” Senior Youth Development Worker (SYDW)

Reports to: Senior Site Coordinator

Exempt Position: No

Supervisory Position: No. May provide functional guidance to other youth development staff and other members of the Site team at the request of the Site Coordinator/Senior Site Coordinator.

POSITION SUMMARY:

This position is responsible for providing development and delivery of musical, academic, and recreational after-school programming for the 21st Century Community Learning Center (21 CCLC) associated with Communities In Schools at Woods Lake Elementary: A Magnet Center for the Arts during the 2011-12 school year. Starting with a pilot in 2011-12, this site is being developed as a music-focused program that combines the CIS Integrated Student Services model with the philosophy and methodology of *El Sistema*, the Venezuelan Youth Orchestra program emerging as a model of best practices in arts-based social service programming. The site will be known as “Kids In Tune.” The curriculum focuses on music, arts and academic success. In addition to academic tutoring, it includes instruction in basic musicianship (listening, movement, notation, theory); rhythm training (bucket band); choir; group instrumental music lessons, and full ensemble rehearsals.

Senior Youth Development Worker is responsible for developing lesson plans and leading instruction in specified areas of the music curriculum, in addition to academic areas. SYDW is Also assists with and facilitates student participation in programming led by other music specialists. Position supports and is knowledgeable of all program activities. Daily program includes but is not limited to music instruction, homework help, literacy support, math enrichment, coordination of other enrichment programming, physical activity, computers, and meal time. Works closely with other youth development workers, instructional lead, and site coordinator to ensure that programming runs smoothly and is delivered in an effective manner on a daily basis. Reports directly to site coordinator and performs other duties related to 21 CCLC as needed.

WORKING CONDITIONS

Normal working conditions where there is no regular physical discomfort due to temperature, dust, noise and the like. Occasionally lifts average 25 pound boxes of supplies, materials, etc. to waist level. Ability to observe students and interpret those observations for the purpose of supervision, assessment and immediate selection and implementation of appropriate intervention. Must be able to work occasional evenings, weekends and/or other irregular hours to cover work responsibilities. Current Michigan driver’s license and the availability of a vehicle for regular travel to meetings, picking up materials, etc.

DUTIES AND RESPONSIBILITIES

- Consistently delivers engaging, high-quality instruction in designated areas of the music and academic curriculum.
- Establishes and maintains productive working relationships with all members of the CIS after-school team and school staff/teachers at program site.
- Must be a good team player and work effectively with Site Coordinator and serve as a good role model to YDWs. Demonstrates consistent ability to operate within a team, work effectively with the Site Coordinator and to model and develop expected behaviors for youth development workers.
- Provides direct skill-building assistance and day to day guidance to after-school program participants, including but not limited to: music instruction, literacy support, homework help, creative arts, physical education, etc.
- Help students develop a sense of identity and confidence by recognizing and addressing them as artists and holding them to high standards, while maintaining a welcoming and nurturing environment.
- Serve as an example of the “CATS” principal that every individual will strive to be the best possible Citizen, Artist, Teacher and Scholar.
- Help students identify their unique skills and interests.
- Support students in understanding the value of continual skill development using short- and long-term goal setting and development of positive, daily practice habits.
- Is responsible for managing lesson planning process with staff. Attends all lesson planning sessions and helps staff to align lesson plans with theme and school curriculum. Coordinates with Instructional Lead during lesson planning process to ensure quality plans are developed.



- Determines the necessary materials, supplies and equipment for all lessons and secures and organizes them on a daily basis. Works with the Site Coordinator to coordinate any purchasing, scheduling necessary for each lesson.
- Responsible for meeting deadlines as determined by Site Coordinator.
- Serves as a mentor/support to program participants by engaging with students throughout the program time.
- Responsible for positive behavior support including regular behavior and classroom management in support of regular school day at particular site. Ensures CHAMPS is used by staff, that staff understands it, and that CHAMPS procedures are updated as needed.
- Attends to details regarding Michigan Childcare Licensing regulations in order to insure strict compliance in collaboration with all program staff.
- Promote and participate in continuous program quality improvement using the YPQA tool as a guide and standard.
- Report daily to site coordinator keeping him/her current on all classroom issues/concerns adhering to a strong collaborative approach to problem-solving and program management.
- Exhibits a commitment to the values expressed in CIS mission and vision and creates and maintains a positive CIS image. Demonstrates the ability to interact in a positive and helpful manner with all customers both internally and externally. Reflects commitment to building a supportive work environment and maintains a positive attitude at the work place and toward his/her job.
- Maintains the confidentiality of all CIS related information.
- May occasionally participate in community awareness and public relations activities for CIS and the after school programs.
- Attends meetings and other events as requested.

WORK HOURS

Position is part-time and works approximately 17.5 hours per week from August to June, with a week-long CIS training the early in August xx and a possible *El Sistema* workshop on August 11 or 12. Typical hours are Monday through Friday with occasional lesson planning or staff development on days when students are not in school.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- High School Diploma with relevant experience required; post-secondary courses/degree in relevant field strongly desired (i.e. Music Education, Music Therapy, Youth Development, Childcare Administration, Recreation, etc.).
- Formal training and a high level of proficiency on one or more musical instruments or voice required.
- Demonstrated knowledge of adolescent development and skill working in youth development program(s). Experience in after school programming strongly desired.
- Ability to interpret, comprehend and transmit complex and detailed instructions in order to plan and perform job duties.
- Ability to pay close attention to and manage details while maintaining a focus on the big picture and longer-term goals.
- Ability to organize, prioritize and work independently as well as schedule and produce work in a timely manner.
- Knowledge of Michigan Child Care Licensing Rules and the MDE 21st Century Community Learning Centers Grant.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Ability to exercise good judgment, discretion, integrity, and knowledge of organizational policies and procedures and to effectively convey such information to others.
- Understands and embraces diversity and inclusiveness in thought, word, and actions. Exemplifies these values.

The above is intended to describe the general content of and requirements for the performance of this job. It is not construed as an exhaustive statement of duties, responsibilities and requirements.